



New Jersey Judiciary
**DYFS Request for Adult
Probation Division Records
Confidential**

Request Date

Request Needed By

Preferred Delivery

- ☐ Pick Up ☐ US Mail
☐ Fax
☐ Courier / Messenger
☐ On Site Inspection

Part A: DYFS Requester Identification

Last Name		Middle Initial	First Name	
Job Title	Supervisor		Daytime Telephone (Include area code) ext.	
DYFS Office Address			Fax (Include area code)	
City		State	Zip Code	Email (optional)

Part B: DYFS Case Identification

Case Name	NJ Spirit Number	
Court docket number(s)	Date of next court proceeding	Judge's Name

Part C: Type of Record(s) Requested

Party whose records are sought is a (select one):

☐ DYFS Defendant / ☐ Potential Resource Parent / ☐ Other Adult in Resource Home

Party's Birth Date

Last 4 digits of Party's
Social Security Number

The Judiciary will ordinarily disclose to DYFS upon request the most recent version of the following records or information regarding a probationer who is a party to a DYFS proceeding or a resident in a household where a child may be placed.

Please check all that apply:

- | | |
|--|--|
| <input type="checkbox"/> Employment records | <input type="checkbox"/> Statements of VOP charges |
| <input type="checkbox"/> Adult school records | <input type="checkbox"/> Judgment of Conviction |
| <input type="checkbox"/> Drug test results | <input type="checkbox"/> Probationer's case plan |
| <input type="checkbox"/> Payment records | <input type="checkbox"/> Home address |
| <input type="checkbox"/> Treatment service history (but not the actual provider records) | <input type="checkbox"/> Work address |

Other: If DYFS is requesting records other than those listed above, please describe the records being requested, and explain why DYFS needs these records.

☐ See attached for additional description and explanation.

I certify that I am requesting the adult Probation records in question solely for official DYFS purposes related to the above-referenced case.

I further certify that DYFS will keep all records confidential pursuant to R. 1:38-3(d)(12), R. 5:13-8 and N.J.S.A. 9:6-8.10a. and any other applicable statutes or court rules, and shall take all reasonable steps to safeguard the confidentiality of the same, including, but not limited to, seeking an appropriate protective order from the court when necessary.

Signature: x _____

For Judiciary Use Only

Disposition <input type="checkbox"/> Delivered <input type="checkbox"/> Denied <input type="checkbox"/> Unavailable	Disposition Date
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If request is denied or records are unavailable, explain here: